



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Chief Financial Officer
<b>Department:</b>	Accounting/Treasury
<b>Employment Status:</b>	Regular/Exempt
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	Chief with Tribal Council approval

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### GENERAL DESCRIPTION:

The Chief Financial Officer is responsible for the direction and oversight of the Accounting Department ensuring that federal and tribal laws and regulations are enforced as they pertain to the accounting functions of the Tribe.

### QUALIFICATIONS:

Bachelor's Degree in accounting or a degree in a related field, such as finance or business administration, with 10 years of experience in governmental accounting. Certified Public Accountant preferred. Must be a self-starter, able to prioritize and manage multiple tasks simultaneously without close supervision. Must be eligible to be bonded.

### DUTIES AND RESPONSIBILITIES:

Prepare monthly financial reports for the Tribal Council and Trust Board.

Prepare annual budgets for all funds and monitor the activity throughout the year.

Approving the reconciling of all bank statements and investments

Prepare monthly closing entries such as space costs, indirect costs, and accrued revenue.

Provide cash management for all tribal funds and grant funds.

Procure an independent annual audit and assist with any activities required to produce annual audit.

Maintain permanent files on tribal activities.

Maintain all other accounting files in agreement with Tribal policies and procedures.

Provide leadership and oversight to the Accounting department/Treasury and its staff.

Monitor payroll activities for accuracy and reconcile payroll quarterly to the general ledger.

Maintain appropriate insurance coverage for all tribal activities and assets.

Assist department directors with the preparation of annual budgets.

Develop annual plans for the Treasury.

Develop fiscal system policies and procedures that will improve the tribe's operation and effectiveness.

Other duties as assigned by the Chief with Tribal Council approval